



UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS
OFFICE OF THE CLERK
1 COURTHOUSE WAY
BOSTON, MASSACHUSETTS 02210

ROBERT M. FARRELL
CLERK OF COURT

December 17, 2013

Frederick Runyon
125 High Street
Newton, MA 02464

Re: Electronically Filing Documents

Mr. Runyon:

Your request to file electronically has been granted by the Court.

Before this office can issue a login and password, we ask that you learn how to use our system. I am writing to ask you to complete the following tasks, all found on the court's web site:

- Read our Administrative Procedures, found at:
<http://www.mad.uscourts.gov/caseinfo/pdf/ECFadminproc.pdf>
- Read our CM/ECF Users manual and training guide, found at:
<http://www.mad.uscourts.gov/training/pdf/ECFmanual-MA.pdf>
- Complete the on-line tutorial, found at: <http://www.mad.uscourts.gov/ecf22/index.html>

Once you have had time to complete these tasks, please apply for an account using our on-line registration form at <https://public.mad.uscourts.gov/ecfreg.html>.

Please do not hesitate to contact me if you have any questions. My email address is ginny_hurley@mad.uscourts.gov.

Sincerely,

/s/ Virginia A. Hurley

Virginia A. Hurley
Training/Outreach Coordinator